

**One visit connects you with
resources for success.
Bringing it all together to help
Hoosiers get good jobs.**

At Indiana's WorkOne Centers, you'll find:

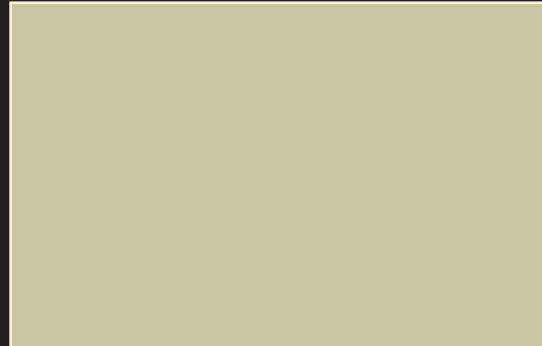
- Help for job-seekers, students and employers
- Employment services
- Job training programs
- Unemployment insurance
- A statewide computer network of job applicant information
- Educational and labor market information
- Information on community services such as welfare, food stamps, and child care
- Veteran services
- And much more!

**Indiana's WorkOne Centers
are a system for everyone —**

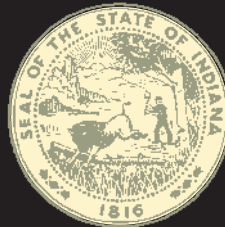
- People looking for better jobs
- Employers wanting to hire people
- Students seeking jobs
- People who have lost jobs and need to find new ones
- Unemployment insurance claimants
- Vocational rehabilitation clients
- Adults seeking to upgrade their work skills
- People needing help developing job search plans and resumes

**Here is 1 place where you can
go for free:**

- Job referrals and placement
- Skills training
- Unemployment Insurance services
- Employment counseling and assessment
- Career information
- Information on educational institutions and training programs
- Resume writing assistance
- Information on employers
- Average wage data for specific occupations
- Help with job seeking/interview skills
- Information on career requirements and pay ranges



1-888-WORKONE



Department of Workforce Development

Joseph E. Kernan, Governor
Alan D. Degner, Commissioner
10 North Senate Avenue
Indianapolis, IN 46204-2277

www.workforce.IN.gov

This is an equal opportunity program. Auxiliary aids and services are available upon request to people with disabilities. For information, contact the DWD Helpline at 1-800-437-9136 (voice) or (317) 232-7560 (TDD).

X-51 REV 7-03

Jobseekers Guide



Your number 1 stop on the way to a job.

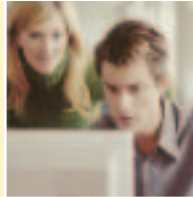
Helping you keep pace with a changing world.

Preparing Hoosiers for the workplace.

Indiana's WorkOne Centers are designed to help you prepare for the changing demands of work.

The centers:

- Help Indiana workers like you pursue their career goals by offering information on things like industry trends, the fastest growing jobs and job training. You can even find career counseling and help with your job search.
- Simplify the process of locating community resources.



Getting Hired

Indiana WorkOne Centers provide one-stop for Indiana's workers and employers. These centers serve as a clearinghouse for up-to-date listings and the workers to fill them.

Job Matching and Referral

If you are looking for a new job, many employers post their openings with the WorkOne Centers. Statewide job listings are available through the centers' computer network.

Skills Assessment and Training

You can connect with the state's network of job training programs established by federal legislation. Training is funded for those persons who meet certain eligibility criteria.

Resumes and Job Search Assistance

Most job searches today start with a resume – and that's a good reason to start at the WorkOne Center. You'll find guidebooks, samples and experienced staff to help you get started. Personal computers are even available for use at no charge to actually create the document. There are also publications and materials in the Information Resource Area to help you research careers, companies and how to prepare to win the job you seek.

Help for hard times

When the economy slows and jobs are lost, dislocated workers can turn to free programs and services at the nearest WorkOne Center.

Unemployment Insurance

Income assistance is available for workers who have lost their jobs through no fault of their own. You can quickly find out if you are eligible for benefits and get more information about how to apply and receive benefits at your nearest WorkOne Center.

Rapid Response Services

Through the state's Rapid Response Initiative, both employers and workers facing job loss can receive special services to ease workers' frustrations and speed transition to new jobs.

Services include training/retraining, outplacement assistance, job search workshops, financial aid beyond unemployment benefits and coordination with other state and local social service providers.



Community Resource information

The WorkOne Center's Information Resource Area also can provide you with practical information about other state and local social service programs such as food stamps, IMPACT and Vocational Rehabilitation.



Getting Ahead

Jobs that will be open in the future may not even have been imagined today. That's why the Department of Workforce Development is playing a key role in preparing the Indiana workforce for the future.



Career Research

Indiana's Workforce Development Centers are a good place to gather practical information to make your career or training decision. Statistics on such things as pay ranges, job availability, job trends and employment opportunities by occupation are available.

Information Resources

An Information Resource Area (IRA) is located in every center. Each is equipped with videos, books, brochures, newspapers and magazines full of information on career planning, job search strategies, resume preparation, educational institutions and programs, apprenticeship information and where to gain skills training.

Some information areas even list day care providers, literacy programs and potential sources of job training funds. You'll find local information on food stamps, housing assistance and TANF.

Other types of information available include:

- average wage data for specific occupations
- apprenticeship programs
- school-based job training
- military training opportunities
- job seeking/interviewing skills
- ADA information